

## INSTRUCTIONS FOR INDIANA CONTROLLED SUBSTANCES REGISTRATION APPLICATION DENTISTS

### →CSR APPLICATION FEE: \$60.00

Please make your check or money order payable to the Indiana Professional Licensing Agency.

Mail your completed application and fee to:

Indiana Professional Licensing Agency  
Attn: Indiana State Board of Dentistry  
402 West Washington Street, Room W072  
Indianapolis, Indiana 46204

**ACTIVE INDIANA LICENSE:** Applicants must have an **active** Indiana dental license before they can obtain an Indiana CSR. A dentist must hold one CSR in order to prescribe, administer & dispense controlled substances in the State of Indiana. An additional, separate registration is required for each practice address at which a dentist physically possesses controlled substances to administer or dispense. A separate registration is NOT required for each place where a dentist merely prescribes controlled substances. One valid CSR is sufficient for a dentist to prescribe controlled substances throughout the State.

**INDIANA PRACTICE LOCATION:** Dentists **MUST** use an Indiana practice address when applying for a CSR. The CSR can only be mailed to the address submitted on the application. A CSR will only be issued to a street address; post office boxes will not be acceptable unless accompanied by a street address. An application with an incomplete or out of state address will be returned. Dentists must notify the Indiana Professional Licensing Agency in writing of any change of address.

**POSITIVE RESPONSES:** Dentists who have a positive response on their initial CSR or CSR renewal application must submit a notarized affidavit with the following detailed information, if applicable:

- Regulatory Board order or decisions
- Court or other legal documents.
- Impaired practitioner program compliance.

### **WHAT SCHEDULES TO REQUEST:**

Dentists usually apply for authorization for Schedules II through V, as Schedule I controlled substances have no accepted medical use and are generally restricted to researchers only.

**NOTICE:** In compliance with IC 4-1-6, the Indiana Professional Licensing Agency notifies all applicants that they must provide the requested information. **Without it, the application will not be processed.** Applicants have the right to challenge, correct or explain information maintained by the Indiana Professional Licensing Agency. All information provided by applicants becomes public record.

### **ADDITIONAL INFORMATION PERTAINING TO CSR's:**

**Drug Enforcement Administration:** Dentists may apply for the Drug Enforcement Administration (DEA) registration at the same time as the State CSR; please indicate "pending" where the DEA requests the State license number. The Indiana Professional Licensing Agency verifies CSR numbers to the DEA once they are issued. **The Agency does not have DEA forms.** For information regarding the DEA registration please contact the DEA Indianapolis Field Office at 575 North Pennsylvania Street, Indianapolis, IN 46204 or by telephone at (317) 226-7977.

**Renewal Information:** Each registrant will receive renewal information for their CSR at the same time that he or she receives renewal information for their dental license from the Professional Licensing Agency. It is the responsibility of the dentist to renew the CSR. Renewal information for CSR's is mailed 60 days prior to the expiration of the permit. You may renew your CSR online at the same time you renew your dental license at the Agency's website at [www.pla.IN.gov](http://www.pla.IN.gov) or you may request a renewal application be forwarded to you by calling our office at (317) 234-2054 or by email at [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov).

**Address Change:** You are required to notify the Indiana Professional Licensing Agency of any address changes. Controlled substance registrations are issued for a particular purpose at a specified location. Any change of address for practitioners must be reported to the Indiana Professional Licensing Agency and to the appropriate professional licensing board. Your written notice must include your name, license number, profession, social security number, date of birth, and both your old and new addresses. Please send the information to: Indiana Professional Licensing Agency, Attn: Indiana State Board of Dentistry, 402 West Washington Street, Room W072, Indianapolis, Indiana 46204, or fax the changes to 317-233-4236. Be sure to include your license number.

**Name Change:** You may have the name changed on your licensure records by submitting a copy of an official name change document such as a marriage certificate or a divorce decree or your social security card. Please send the information to: Indiana Professional Licensing Agency, Attn: Indiana State Board of Dentistry, 402 West Washington Street, Room W072, Indianapolis, Indiana 46204, or fax the changes to 317-233-4236. Your letter should include your name as it is listed now, your new name, your license number, profession, social security number, and date of birth. If you want us to send you a new pocket card, please indicate in the letter that a new card is needed due to the name change.

Once your application file is complete, it will be reviewed by the licensing Board for approval. Note that if you have given a positive response to any of the questions pertaining to past disciplinary or legal action, you must supply a notarized statement with your application as requested. If you answer positive to any of the questions the application must be reviewed by the Controlled Substances Advisory Committee before a permit can be issued. Because of the frequency of the Committee's meetings, please allow 5-7 weeks for processing of your application. The Committee meets every other month, so please plan accordingly to allow sufficient time for processing.

For questions about this application, please contact (317) 234-2054. You can also **e-mail** your question to [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov). Please visit our website for the Indiana Professional Licensing Agency at [www.pla.IN.gov](http://www.pla.IN.gov).